

BROOKINGS COUNTY COMMISSION MEETING

Tuesday, January 3, 2006

The Brookings County Board of County Commissioners met in regular session on Tuesday, January 3, 2006, with the following members present: Dennis Falken, Emil Klavetter, Donald Larson, Mary Negstad, and Deanna Santema. Also present: Stephanie Vogel, Janet Willmott, Wm. Mark Kratochvil, Kelly Bakken, Robert Hill, Todd Struwe, Gary Heldt, Joyce Dragseth, Ted Eggebraaten, Brian Eclov, and John Kubal.

CALL TO ORDER

Having completed the old business for 2005, Brookings County Auditor, Janet Willmott called the meeting to order and entertained a motion to elect a Chairperson for the Brookings County Board of County Commissioners for the year 2006.

Motion by Klavetter, seconded by Negstad, to nominate Dennis Falken as Chairperson for the Brookings County Board of County Commissioners for the year 2006. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes.

Motion by Santema, seconded by Negstad, to nominate Emil Klavetter as Vice-Chairperson for the Brookings County Board of County Commissioners for the year 2006. Roll Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

CONSENT AGENDA

Chairperson Falken declared the Consent Agenda approved as amended with no objection from the board. The Consent Agenda consisted of the agenda for the January 3, 2006 Commission Meeting, and the minutes from the December 27, 2005 and December 29, 2005 Commission Meetings.

Welfare Matters: Case # 05-186 for motel room and bus ticket was approved.

ROUTINE BUSINESS

Emergency Management Director, Todd Struwe met with the board to distribute the following reports. Be it noted, Chairperson Falken signed the South Dakota Emergency Management 2006 1st Quarter Activity Report for the Brookings County Emergency Management Performance Grant and the Daily Time and Work Records.

Be it noted, Struwe submitted correspondence from the Department of Public Safety stating, the South Dakota Office of Emergency Management has approved \$25,327.44 of additional State and Local Agreement (SLA) funds for salary and administrative expense shortfalls, two warning sirens for the City of Volga, and two new computers for the Emergency Management Office in Brookings County.

Director of Equalization, Joyce Dragseth met with the board to discuss and to distribute information on the 2006 Assessment Changes.

Zoning and Drainage Director, Robert Hill met with the board to discuss the upcoming Travel, the State Planning Day, and to give an update on the Xcel Energy Meeting.

Highway Superintendent, Ted Eggebraaten met with the board to discuss Road Conditions due to the weather, upcoming 2006 Structure Projects, and concerns with Fuel and Salt cost and availability.

Weed and Pest Supervisor, Gary Heldt met with the board to discuss Departmental Matters, the Marijuana and Gopher Programs, License Recertification Requirements, and upcoming Annual and Board Meetings.

Deputy Auditor, Kelly Bakken presented the board with the Auditor's Report.

Be it noted, the salaries and personnel changes for the month of December 2005 are as follows: Longevity Increase: Ted Eggebraaten \$90.00. Step Raise: Susan VanderWal from \$12.79 to \$13.04 (prorated November 2005.) New Hires: Part-time Correctional Officers, Jennifer Crum, Darren DeJong, Leah Gedstad, and Bryan Gums @ \$11.82. Resignations: Angela Becker and Glenda Skorseth.

Commission \$14,746.42; Auditor's Office \$8,997.46; Treasurer's Office \$11,769.44; States Attorney's Office \$18,709.62; Custodial Buildings \$2,661.25; Director of Equalization \$17,002.96; Register of Deeds \$7,846.45; Veteran's Service Officer \$3,206.01; Sheriff's Office \$32,021.05; County Jail \$30,195.05; Contract Law Enforcement \$6,489.75; Emergency Management \$5,679.62; Drainage \$1,240.46; Highway \$52,833.84; Welfare \$3,047.28; Community Health Nurses \$2,316.32; Women, Infants, & Children \$2,132.92; County Extension \$4,382.36; Weed Control \$2,641.82; Planning & Zoning \$3,721.36.

Be it noted, Chairperson Falken signed claims for the following—AFLAC, insurance \$2,909.98; AFLAC Flex-One \$85.00; Office of Child Support Enforcement, child support \$555.00; Delta Dental, insurance \$2,506.70; Flex One, unreimbursed medical \$1,477.00; Local Teamsters, union dues \$881.00; SDRS, retirement \$29,066.51; SDRS Supplemental, retirement \$3,455.00; EFTPS \$52,227.26; Wellmark Blue Cross, insurance \$44,532.65; Fort Dearborn Life, life insurance \$526.70.

REGULAR BUSINESS

Motion by Larson, seconded by Negstad, to approve and authorize Chairperson Falken to sign Resolution # 06-01. A Resolution Setting the Official Pay Plan for 2006. Roll Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion passes.

RESOLUTION NO. 06-1

A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2006.

Be it resolved, by the governing body of Brookings County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year of 2006 to become effective January 1, 2006.

Passed and approved this 3rd day of January 2006.

Dennis Falken
Chairperson, County Commissioner

ATTEST:

Janet Willmott
County Auditor

<u>Auditor's Department</u>		
Auditor	<u>FTE</u> 1	<u>Grade</u> E-11
Deputy Auditor	1	N-6
Accounts Payable	1	N-5
Elections Supervisor	.5	Non-Graded Position
<u>Commission/Personnel</u>		
Commission Assistant/Human Resource Director	<u>FTE</u> 1	<u>Grade</u> E-12
County Commissioners	2.5 (5 @ .5)	Non-Graded Position
HR/Technology Assistant	1	N-7
GIS Coordinator	1	N-9
<u>County Extension</u>		
Extension Secretary	<u>FTE</u> 1	<u>Grade</u> N-3
Office Manager	1	N-5
<u>County Health</u>		
Health Care Clerk	<u>FTE</u> 1	<u>Grade</u> N-4
WIC Secretary	1	N-3
<u>Emergency Management</u>		
Director	<u>FTE</u> 1	<u>Grade</u> E-11
Deputy Director	1	N-6
<u>Equalization Department</u>		
Director	<u>FTE</u> 1	<u>Grade</u> E-11
Deputy Director	1	N-9
Appraiser II	1	N-6
Appraiser I	2	N-5
Clerk II	2	N-3
<u>Highway Department</u>		
Superintendent	<u>FTE</u> 1	<u>Grade</u> E-13
Assistant Superintendent	1	E-10
Office Manager	1	N-5
Road Foreman	1	N-8
Shop Foreman/Mechanic	1	N-7
Equipment Fabricator/Welder	1	N-7
Heavy Equipment Operator	6	N-6
Equipment Operator	5	N-5
Truck Driver	.5-Split Employee	N-3
PT Common Laborer	.5	N-3 (Step 1 Only)
<u>Maintenance Department</u>		
Sr. Maintenance Worker	<u>FTE</u> 1	<u>Grade</u> N-4
General Maintenance Worker	2	N-2
<u>Planning, Zoning, & Drainage</u>		
Director	<u>FTE</u> 1	<u>Grade</u> E-11
Office Assistant	1	N-3

<u>Register of Deeds</u>	<u>FTE</u>	<u>Grade</u>
Register of Deeds	1	E-11
Deputy	1	N-6
2 nd Deputy	1	N-3
<u>Sheriff's Department</u>	<u>FTE</u>	<u>Grade</u>
Sheriff	1	E-14
Chief Deputy Sheriff	1	E-12
Jail Administrator	1	E-11
Deputy- Sergeant	2	N-9
Deputy	6	N-8
Sr. Correctional Officer	1	N-6
Correctional Officer	6	N-5
Office Manager	1	N-5
Computer Technician	1	N-5
PT Correctional Officers	6 (12 @ .5)	N-5 (Step 1 & Step 2 Only)
Detention Center Nurse	.25	Non-Graded Position
Detention Center Dietician	.25	Non-Graded Position
Jail Greeter	.50	Non-Graded Position
<u>State's Attorney</u>	<u>FTE</u>	<u>Grade</u>
State's Attorney	1	E-19
Deputy	1	E-17
Legal Office Administrator	1	N-7
Victims/Witness / Legal Assistant	1	N-7
Office Assistant	1	N-3
<u>Treasurer's Department</u>	<u>FTE</u>	<u>Grade</u>
Treasurer	1	E-11
Deputy	1	N-6
2 nd Deputy Treasurer	3	N-3
<u>Veteran's/Welfare Department</u>	<u>FTE</u>	<u>Grade</u>
Director	1	E-12
Office Manager	1	N-5
<u>Weed Department</u>	<u>FTE</u>	<u>Grade</u>
Supervisor	1	E-6
PT Weed Enforcement & Bio Control Officer	.5	N-4 (Step 1 & Step 2 Only)
PT Weed Control Specialist	2.5 (5 @ .5)	N-3 (Step 1 & Step 2 Only)
PT Office Assistant	.5	N-3 (Step 1 Only)
Truck Driver	.5-Split Employee	N-3

*** Non-exempt employees will be placed appropriately in the step accordingly to his/her current hire date or promotion date.*

N= Non-Exempt Position

E= Exempt Position

Motion by Negstad, seconded by Santema, to approve and authorize Chairperson Falken to sign Resolution # 06-02. A Resolution Setting the Wages for Election Workers in

2006. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

Resolution #06-02

WHEREAS, it will be necessary to appoint election officials in 2006, and

WHEREAS, pursuant to SDCL 12-15-11, the fee paid to election officials shall be established annually by the Board of County Commissioners at its first meeting of the year.

NOW THEREFORE BE IT RESOLVED by the Brookings County Board of County Commissioners, that for the year 2006, election officials shall be paid as follows:

Precinct Deputy	\$8.00 per hour
Precinct Superintendent	\$8.50 per hour
Election School Attendance	\$15.00

Dated this 3rd day of January 2006.

Dennis Falken
Chairperson
Brookings County Commission

ATTEST:

Janet Willmott
Brookings County Auditor

Motion by Larson, seconded by Santema, to designate the Brookings Register, the Volga Tribune, and the Elkton Record as the legal newspapers for Brookings County for 2006. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes.

Motion by Santema, seconded by Klavetter, to designate the official depositories for Brookings County Funds and Moneys for 2006 as follows: Richland State Bank, Bankstar Financial, Citizens State Bank, First National Bank of Volga, First Bank of White, First Bank and Trust of Brookings, Bankfirst, Wells Fargo, Home Federal, and Meta Bank. Roll Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

Motion by Negstad, seconded by Klavetter, to appoint Michelle Robbins to the Brookings Hospital Board, the appointment is from January 2006 through January 2009. Roll Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion passes.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss the County Day in Pierre, SD, the assignment of Annual Board and Departmental Liaisons, Correspondence from Medary Township, and Invitations.

COMMISSIONER'S OPEN DISCUSSION

Commissioner Santema reported on the Brookings Event Center Board Meeting.

Commissioner Larson reported on the Clark County Commission Meeting.

Commissioner Falken updated the board on the Brookings County Regional Railroad Authority.

Zoning and Drainage Director, Robert Hill met with the board to discuss the Correspondence from Medary Township.

Motion by Larson, seconded by Negstad, to appoint Joanie Holm as the 2006 Brookings County Coroner and Steven Tietjen as the 2006 Brookings County Deputy Coroner. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

Be it noted, the board approved the following list for the 2006 Board Assignments.

2006 Board Appointments

Santema Brookings Area Transit Authority

<u>Larson</u>	Brookings County Regional Railroad Authority
<u>Falken</u>	Brookings County Regional Railroad Authority
<u>Klavetter</u>	Brookings Economic development Corporation (BEDC)
<u>Klavetter</u>	Brookings Solid Waste Committee
<u>Falken</u>	Contract Law Enforcement
<u>Holm</u>	County Coroner
<u>Tietjen</u>	Deputy County Coroner
<u>Negstad</u>	Domestic Abuse Shelter-Ex-Officio
<u>Klavetter</u>	Extension Board Member
<u>Santema</u>	East Central Mental Health and Chemical Dependency Board
<u>Falken</u>	East Central Regional Communications Council-Chair
<u>Klavetter</u>	East Central Regional Communication Council-Board Member
<u>Klavetter</u>	First District Association of Local Governments
<u>Larson</u>	Governmental Affairs Committee
<u>Falken</u>	Housing & Redevelopment Commission - Ex-Officio
<u>Falken</u>	Housing & Redevelopment Commission - Family Self Sufficiency
<u>Negstad</u>	InterLakes Community Action- Governing Board (ICAP)
<u>Falken</u>	Local Emergency Planning Committee (LEPC)
<u>Santema</u>	Event Center Board of Directors- Ex-Officio
<u>Klavetter</u>	Planning/Zoning Board Member
<u>Falken</u>	Weed & Pest Board Member
<u>Santema</u>	Youth & Family Services-Advisory Board for JDC
<u>Larson</u>	Auditor
<u>Negstad</u>	Community Health, WIC
<u>Falken</u>	Emergency Management
<u>Negstad</u>	Equalization
<u>Klavetter</u>	Extension
<u>Santema, Falken</u>	Highway
<u>Negstad</u>	Register of Deeds
<u>Santema, Falken</u>	Sheriff, Detention Center, Contract Law
<u>Falken</u>	States Attorney
<u>Larson</u>	Treasurer
<u>Falken</u>	Veteran's Service/Welfare
<u>Falken</u>	Weed
<u>Klavetter</u>	Zoning/Drainage

EXECUTIVE SESSION

Motion by Negstad, seconded by Santema, to go into executive session at 10:21am.
Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken

"Aye." Motion passes. Chairperson Falken declared executive session over at 11:05am. Reason - Personnel and Legal Matters. No action at this time.

ADJOURNMENT

There being no further business, Chairperson Falken declared the meeting adjourned until 8:30am Tuesday, January 10, 2006.

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Kelly Bakken
Deputy Auditor
Brookings County Auditor's Office